

MEMORANDUM FOR THE RECORD

On 15 June, C and DC/IB, DC/Underwriting and PERINSUR Data Base Manager met with [] to discuss system progress.

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The following items were discussed and action assigned:

1. Data Base Manager Menu: By Monday 21 June the Data Base Manager will have researched all the files and identified items requiring access. Based on the magnitude of this data list for which other access is not available the size of the menu will be determined.
2. Program Documentation: [] reported this is progressing and we will receive copies of this as completed. Correlated with this in a "cart-and-horse" situation is the requirement to complete the Users' Manual and System Manual. Since parts of the programming have not yet been run through (FAP, Cancellation Notices, IR payment) successfully and many small adjustments have been made in the last few months this will require close coordination between the DBM and Programmers. No time frame was set but this is an ongoing priority.
3. Income Replacement Payment Procedures: Although there was some difference of opinion as to requirements, the problem was reviewed and it was agreed that the DBM would, on a priority basis, change the balance forward and balance on each record then copy file and transfer to test perin where the programmer would then make the necessary programming adjustments to correct the current problem of the "Balance Forward" not being transferred to the Trial Balance Report.
4. Cancellation Notices: Payment Due Reminders - IB and the Programmers will draw their documents together and discuss in person what selection criteria are to be used.
5. [] will research the heading and data loss problem using file reports already in the queue.
6. PERSIGN Interface: There are numerous kickouts each time interface is run, all of which it is hoped will be taken care of by means of the DBM's menu. However, no research has ever been done to validate this assumption.

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